

Declass Review by NGA.

SUBJECT: Technical Directive Format

DO NOT HOLD FILE

I have been advised by the client that the technical directives we have been proposing are not sufficiently obvious or clear. They are concerned primarily with the necessity of what we propose and also of its immediate or planned practicality. For this reason, the technical directives which have most recently been prepared but not submitted and any which will be prepared should adhere to the following format:

1. Objective

A very short one or two sentence statement stating what will be done.

2. Scope of Work

An elaboration on the extent of the work that will be done, how much it will include, what it will involve, for how long a period it will extend, and the nature of the product that will be delivered to the client as a result of the technical directive.

3. Detailed Discussion

A specific discussion of the problem, the design approach that will be taken on the technical directive, the technical substantiation of what is to be done, and a discussion of the problems that will be encountered.

4. Schedule

A statement or a listing of the number of months of work involved in a technical directive and the various check points proposed.

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18 July 1961

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Except for the photochemical system and technical intelligence  
proposed submittals will be revised according to the above.  
drafts of these revisions should be prepared by 21 July.

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